

**Terms of Reference**  
**for**  
**Organizing Information Sessions**

**I. Introduction**

**Balkan Green Foundation** (BGF) in cooperation with **Institute for Development Policy** (INDEP), are implementing a three year project ‘**Empower – Engage – Build Ownership**’ supported by the **EU Office in Kosovo**. Project partners will hold 7 (seven) information sessions each year of the project (2018/2019/2020) in 7 administrative districts of Kosovo: Ferizaj, Gjakova, Gjilan, Mitrovica, Peja, Prishtina and Prizren.

The **overall** objective of this action is to enable Kosovo’s civil society sector to fulfil its role in the democratic environment by acting as independent interlocutors, monitoring public institutions, increasing accountability and transparency in policy development and decision-making processes regarding concerns of communities and civil society groups in the area of environment preservation, green energy and sustainable economic growth.

**II. Purpose**

In order to promote the sub-granting scheme, project partners seek to select an organiser company/organisation, to organise information sessions in all 7 municipalities in conjunction with BGF and INDEP staff.

**III. Scope**

The successful company/organization will have responsibility for preparation and management of all logistical issues and arrangements related to hosting information sessions. Whereas, info sessions will be facilitated by the project team.

It is a responsibility of the company/organization to arrange with all service providers, as needed, regarding rooming, refreshments, translation (when needed), equipment and support and other related arrangements, etc. Additionally, the company/organization will be responsible to send invitation to all relevant CSO actors and ensure their participation.

A detailed breakdown of responsibilities is outlined below:

- Establish with project partners staff the list of CSO representatives.



- Send out invitation emails with information where info sessions will be held and its purpose.
- Arrange simultaneous interpretation (when needed).
- Follow up on invitations via telephone, email.
- Arrange and ensure that meeting rooms are arranged and ready for the info sessions as required.
- Ensure all required audiovisual equipment is available.
- Arrange and manage participants' list of participants.

#### **IV. Contract Duration**

The contract will be effective as of the date of the signature until January 2020. A total of 21 information sessions will be organized.

#### **V. Location**

Info sessions (in 7 municipalities) are foreseen to be held in EU Info Centres (where there is one), municipality premises, schools or privately rented venues. Schedules and venues where info sessions will be held will be determined and promoted through project materials, BGF's websites and social networks.

#### **VI. How to apply**

The interested company/organization should submit the offer to Balkan Green Foundation through one of the following means:

1. Send the offer to the address: [info@balkangreenfoundation.org](mailto:info@balkangreenfoundation.org), specifying in the subject line 'Offer to organize Information Sessions.

or,

2. Submit a hard copy offer in a sealed envelope at our office in the address: Street Edith Durham, Avalla Building 1, No. 24, Prishtinë, 10000, Kosovë.

The deadline for submitting the offer (prices per unit) is on **08 March 2018, COB**.

